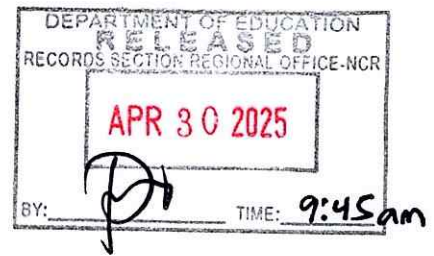




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



April 25, 2025

**REGIONAL MEMORANDUM**

No. 386 s. 2025

**To:** Schools Division Superintendents  
Assistant Schools Division Superintendents  
Head of Personnel Unit/ Section  
Chief of the Curriculum Implementation Division  
All Others Concerned

**REITERATION OF THE PROGRAM SUPPORT FUND UTILIZATION GUIDELINES FOR  
THE CONDUCT OF HUMAN RESOURCE MERIT PROMOTION AND SELECT  
BOARD (HRMPSB) ASSESSORS TRAINING: DEEPENING ON INITIAL  
EVALUATION AND PPST ASSESSMENT AT THE DIVISION LEVEL**

1. This Office reiterates the issuance of DM-OUHROD-2025-0554 from the Office of the Undersecretary, Wilfredo E. Cabral, Human Resource and Organizational Development relative to the above-captioned subject.
2. Please find the following enclosures and links provided for your reference:
  - a. Memorandum DM-OUHROD-2025-0554
  - b. Annex A – Training Matrix/Program Design
  - c. Annex B- Budget Allocation
  - d. Annex C -List of Regional Pool of Assessors
  - e. Annex D- List of Assigned Monitors
  - f. Updated Session Materials and References Link:



<https://tinyurl.com/SESSIONGUIDEREFERENCES25>

*Note: All concerned personnel who are given access are hereby instructed to DOWNLOAD all the materials. EDITING DIRECTLY IN THE FILE IS STRICTLY NOT ALLOWED*

- g. Completion Report Template Link:



<https://tinyurl.com/comp-rep-temp>



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

---

- g. Assessors DTOT Monitoring Summary Report Link:



<https://tinyurl.com/DTOTassessorsMON>

- h. Signed Completion Report, QAME, Pre and Post Test Results, and Directory of Trained Assessors Drive Link:



<https://tinyurl.com/MOV-Completion-report>

3. All program owners may check downloading of the Program Support Fund (PSF) to SDOs within the week. For further clarifications and inquiries, you may coordinate with Rhea B. Eden at [hrrdd.ncr@deped.gov.ph](mailto:hrrdd.ncr@deped.gov.ph) or through Viber at 0917-735-8913.
4. Immediate dissemination of this Memorandum is directed.

  
**JOCELYN DR ANDAYA**

Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**ANNEX D**

**LIST OF ASSIGNED MONITORS**

<b>SDO</b>	<b>TO BE SUBMITTED/ASSIGNED RTWG</b>
<b>Caloocan</b>	Melvin Willy II B. Roque & Richard D. Vidal
<b>Malabon</b>	Rhea B. Eden & Leah Ailah C. Vicencio
<b>Navotas</b>	Melvin Willy II B. Roque & Leah Ailah C. Vicencio
<b>Valenzuela</b>	Marco D. Meduranda & Rhea B. Eden
<b>Pasig</b>	Josefino C. Pogoy Jr & Don Ray V. Salvador
<b>Marikina</b>	Rhea B. Eden & Leah Ailah C. Vicencio
<b>Mandaluyong</b>	Victor M. Javeña & Don Ray V. Salvador
<b>San Juan</b>	Victor M. Javeña & Don Ray V. Salvador
<b>Muntinlupa</b>	Rhea B. Eden & Richard D. Vidal
<b>TAPAT</b>	Ma. Regale A. Olarte & Don Ray V. Salvador
<b>Paranaque</b>	Ma. Regale A. Olarte & Don Ray V. Salvador
<b>Las Pinas</b>	Lester John A. Cajes & Rhea B. Eden
<b>Pasay</b>	Neofidel Ignacio B. Ramirez & Rhea B. Eden
<b>Makati</b>	Josefino C. Pogoy Jr & Rhea B. Eden
<b>Manila</b>	Melvin Willy II B. Roque & Rhea B. Eden
<b>Quezon City</b>	Marco D. Meduranda & Rhea B. Eden

**Note:** The Schools Division Offices (SDOs) will be responsible for arranging transportation for the monitors to and from their respective offices.







Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2025- 0554

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, REGIONAL HRDD  
ALL OTHERS CONCERNED

FROM :   
WILFREDO E. CABRAL  
Undersecretary  
Human Resource and Organizational Development

  
ATTY. EDSON BYRON K. SY  
Assistant Secretary *Sub*  
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT : PROGRAM SUPPORT FUND UTILIZATION GUIDELINES FOR  
THE CONDUCT OF HUMAN RESOURCE MERIT PROMOTION  
AND SELECTION BOARD (HRMPSB) ASSESSORS TRAINING:  
DEEPENING ON INITIAL EVALUATION AND PPST ASSESSMENT  
AT THE DIVISION LEVEL

DATE : 03 March 2025

Following the recently concluded National Assessors Training of Trainers (NTOT) and Regional Assessors Training of Trainers (RTOT), the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) further recognizes the need to capacitate the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) and its sub-committees at the Schools Division level who shall serve as assessors of teacher competencies as they submit themselves for promotional assessment.

To support the objective of building an **adequate pool of credible and competent assessors** in view of the implementation of the Expanded Career Progression System for Public School Teachers pursuant to Executive Order (EO) No. 174, s. 2022 by means of promotion through the upcoming new reclassification guidelines and the recently issued Recruitment, Selection, and Appointment (RSA) Guidelines for Higher Teaching Positions (DO 20, s. 2024), a **Program Support Fund (PSF) shall be downloaded to all Regions** to provide financial support on the conduct of **HRMPSB Assessors Training: Deepening on Initial Evaluation and PPST Assessment** at the Division level.

This activity aims to provide capability building support programs and initiatives to school's division offices to:

- Increase the number of *competent, credible, and objective* assessors of teacher competencies;
- Ensure that members of the HRMPSB and Sub-committees have sufficient skills necessary for conducting thorough and fair evaluation and assessment;
- Establish consistent and standard evaluation and assessment processes across the country.

Details on the conduct of the said training, including the training design and session guides are attached as **Annex A**.

To execute this, a total PSF amount of **Twenty-Three Million Four Hundred Eighty-Eight Thousand One Hundred Pesos (Php 23,488,100.00)** charged against the Fiscal Year (FY) 2024 (R.A. No. 11936) **Human Resource Development for Personnel in Schools and Learning Centers (HRDPSLC) Continuing Fund** shall be downloaded to the Regional Offices to provide financial support on the conduct of the abovementioned activity. The detailed PSF regional allocation shall be indicated in the official Sub-Allotment Release Order (Sub-ARO).

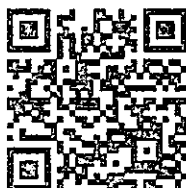
With this, the Regional Offices are hereby directed to **immediately process the downloading of the allocated PSF to their respective Schools Division Offices** subject to existing rules and regulations. The allocated amount to be downloaded per division is detailed in **Annex B**.

Eligible expenses covered by this fund are the following:

- a. Board and Lodging (*as may be necessary*)
- b. Training Supplies and Materials
- c. Other incidental expenses related to the program.

In case the PSF is not fully utilized and disbursed, other activities related to the administration of Assessors Program, including but not limited to further capability building programs, orientations, and reproduction of other training materials in relation to Assessors Training, and development of other information, education, communication (IEC) materials, can be charged to the PSF. The proposed activity must be approved by the Schools Division Superintendent in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.

To ensure proper and full utilization of the fund, SDOs shall comply with the monitoring requirements for HRDPSLC funding, thus an activity completion report must be downloaded and submitted through this folder link <https://tinyurl.com/PSFActivityCompletionReport>. You may also access this folder through the QR code below:



All inquiries or clarifications on this Memorandum shall be coordinated with the BHROD-HRDD through **Ms. Ruby Chanda J. Crisostomo** or **Mr. Raymond C. Oplado**, at telephone no. (02) 8470-6630 or email address [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your guidance and appropriate action.

Copy Furnished:  
**Office of the Secretary**



### TRAINING MATRIX/PROGRAM DESIGN

#### Human Resource Merit Promotion and Selection Board (HRMP SB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment

**OBJECTIVES:**

Specifically, at the end of each session, the participants shall have:

- discussed the salient points of EO 174 and the reclassification process;
- evaluated the achievement of the qualification and performance requirements of applicants;
- applied the increments table, rubric, and formula in computing the scores on Education, Training, and Experience (ETE), and Performance;
- simulated the assessment of Classroom Observable Indicators (COI) and Non-Classroom Observable Indicators (NCOI)
- applied the *S.T.A.R approach in conducting the BEI*

**Number of Participants:** *To be determined by the SDO based on the allocated PSF.*

**Participants Profile:**

- Members of the HRMP SB (including HRMO) and members of the designated sub-committee/s on Initial Evaluation and Comparative Assessment
- With experience and/or prior training on the evaluation of applicants' qualifications (QS) and computation of scores in Education, Training, and Experience (ETE), and Performance.
- With experience and/or prior training on IPCRF assessment for teachers, conducting classroom observation, and provision of feedback
- With proficient knowledge and understanding on the effective and proper implementation of competency-based standards, particularly PPST
- Trained in the implementation of RPMS-PPST
- With Very Satisfactory performance rating in the RPMS

Session No.	Duration	Topic	Session Objectives	Methodology	Outputs
<b>DAY 1</b>					
<b>PLENARY</b>					
1	8:30 AM – 9:30 AM (1 hour)	Overview of the Expanded Career Progression Policy	Present background and salient points of EO 174	Lecture	Reflection
2	9:30 AM – 10:30 AM (1 hour)	Overview of the PPST and its Indicators (COI and NCOI)	Present background and salient points of PPST	Lecture	Reflection
3	10:30 AM – 12:00 PM (1 hour & 30 Mins)	Procedures and Requirements for Reclassification	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>• explained logically the procedures for reclassification;</li> <li>• identified the different requirements for reclassification; and</li> <li>• appreciated the procedures and requirement for reclassification through a reflective journal.</li> </ul>	Sharing experiences  Lecture: Different procedures and requirements in the process of reclassification.  Process applicable to the new system of reclassification by virtue of EO 174.  Feedback Sessions	Appreciated the procedures and requirement for reclassification through a reflective journal.
<b>-BREAKOUT SESSION-</b>					



Session 4 Breakout Session 1 <i>(HRMOs and Sub-Committee on Initial Evaluation)</i>	1:00 PM – 5:00 PM <i>(4 hours)</i>	Initial Evaluation of QS and Performance Requirements	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>learned to evaluate the Qualification Standards and performance requirements for promotion;</li> <li>demonstrated how to accomplish Parts I and II of the Reclassification Form for Teaching Positions (RFTP) based on application documents.</li> </ul>	4A's Method:  Activity Analysis Abstraction Application	Accomplished Reclassification Form for Teaching Positions (RFTP) (Parts I and II)  Consolidated feedback (questions, comments, insights) from participants
Session 4 Breakout Session 2 <i>(COIs Assessors)</i>	1:00 PM – 5:00 PM <i>(4 hours)</i>	Assessing the Demonstration of Classroom Observable Indicators (COIs)	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>learned the protocols and requirements of classroom observations;</li> <li>simulated the steps in assessing and rating classroom observations and computing the score in the COI portion of the Reclassification Form for Teaching Positions; and</li> <li>shared realizations on upholding focused, unbiased, evidence-based, and consensual classroom observation assessment for continuous improvement and improved learning outcomes.</li> </ul>	4A's Method:  Activity Analysis Abstraction Application	Accomplished COT-ECP Forms (i.e. Observation Notes Form, COT Rating Sheet, Inter-Observer Agreement Form)  Accomplished Reclassification Form for Teachers (RFTP) -COI Portion  Journal Reflection

## DAY 2

### -BREAKOUT SESSION-

Session 5 Breakout Session 1 <i>(HRMOs and Sub-Committee on Initial Evaluation)</i>	8:00 PM – 12:00 PM <i>(4 hours)</i>	Assessing Education, Training, and Experience (ETE), and Computing Points for Performance	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>learned assessing the Education, Training, and Experience (ETE) and performance as criteria for reclassification of position;</li> <li>applied the use of the Increments Table and rubric in assessing the ETE qualifications of applicants; and</li> <li>computed accurately the performance rating of applicants for reclassification.</li> </ul>	4A's Method:  Activity Analysis Abstraction Application	Accomplished Reclassification Form for Teaching Positions RFTP)  (With correct rating for ETE and Performance)
Session 5 Breakout Session 2 <i>(NCOIs Assessors)</i>	8:00 PM – 12:00 PM <i>(4 hours)</i>	Assessing the Demonstration of the Non-Classroom Observable Indicators (NCOI)	Present Non-Classroom Observation Process and Requirements;  Demonstrate assessment process for NCOI in the assessors' POV	4A's Method:  Activity Analysis Abstraction Application	Accomplished Observation Notes Form, COT Rating Sheet, Inter-Observer Agreement Form, and  Accomplished RFTP (with rating for NCOI)

### PLENARY

6	1:00 PM – 4:00 PM <i>(3 hours)</i>	Behavioral Events Interview	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>learned the concepts, steps, and processes in the conduct of</li> </ul>	4A's Method:  Activity Analysis Abstraction	Accomplished Interview Rating Sheet, Interviewer's Notes, and RFTP
---	---------------------------------------	-----------------------------	--	---	--



			<i>the Behavioral Events Interview (BEI);</i> <ul style="list-style-type: none"> <li>• <i>learned the S.T.A.R approach in conducting the BEI; and</i></li> <li>• <i>learned to craft sample questions to be used during BEI.</i></li> </ul>	Application	(with rating for Interview)  Consolidated feedback (questions, comments, insights) from participants
--	--	--	---	-------------	--

**Session Materials and References:**

Link: <https://tinyurl.com/SESSIONGUIDEREFERENCES25>



Note: All concerned personnel who are given access are hereby instructed to **DOWNLOAD** all the materials. **EDITING DIRECTLY IN THE FILE IS STRICTLY NOT ALLOWED**

**BUDGET ALLOCATION**

<b>NCR</b>	<b>1,783,900.00</b>
Caloocan City	133,800.00
Las Pinas City	108,000.00
City of San Juan	86,500.00
Makati City	108,000.00
Malabon City	108,000.00
Mandaluyong City	108,000.00
Manila	133,800.00
Marikina City	108,000.00
Muntinlupa City	108,000.00
Navotas	108,000.00
Paranaque City	108,000.00
Pasay City	108,000.00
Pasig City	108,000.00
Quezon City	133,800.00
Taguig City and Pateros	108,000.00
Valenzuela City	108,000.00
<p>Eligible expenses covered by this fund are the following:</p> <ul style="list-style-type: none"> <li>• Board and Lodging</li> <li>• Training Supplies and Materials</li> <li>• Other incidental expenses related to the program.</li> </ul>	

*\*SDOs may employ additional PMT, Trainers/Resource Persons, participants, subject to availability of funds*





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**ANNEX C**

**LIST OF REGIONAL POOL OF ASSESSORS**

NO	NAME	SEX (M/F)	POSITION	SDO
1	Brian Espiritu Ilan	M	ASDS	CALOOCAN
2	Warren Abuel Ramos	M	ASDS	
3	Ivee C. Perez	F	Chief Education Supervisor	
4	Jocelyn Morala Aliñab	F	CES	
5	Archie J. Azucenas	M	PSDS	
6	MARY Ann Margaret L. Morden	F	PSDS	
7	Arlene C. Ocol	F	Principal IV	
8	Gina Juanitez Tolledo	F	School Principal IV	
9	Amaflor Casi Alde	F	PSDS	
10	Lester John A. Cajos	M	Mater Teacher II	
11	Melody P. Cruz	F	ASDS	LAS PIÑAS
12	Raquel Medina Austero	F	CES, CID	
13	Jared Jay Payunan Robea	M	Administrative Officer V	
14	Ignacio L. Son Jr.	M	Principal IV	
15	Josephine Santos De Ocampo	F	Principal III	
16	Jesse Assis Tiston	F	Master Teacher II	
17	Mary Jane Tamares Asuan	F	Administrative Officer II	
18	Mary Stela Magdamit	F	Administrative Assistant III	
19	Rosalie Asoy Trongco	F	CES	
20	Marian A. Soriano	F	PSDS	MAKATI
21	Veronica G. Gimoro	F	AO IV	
22	Jonardo Y. Pablo	M	School Principal IV	
23	Michael M. Mercado	M	EPS	
24	Maria Sofie Berondo	F	PSDS	
25	Edwin I. Salviejo	M	School Principal II	
26	Gizelle V. IAUD	F	EPS	
27	Rustica R. Lorenzo	F	OIC-ASDS	
28	Welhelmina O. Vibar	F	Malabon Federation President	
29	Elfleda Santos Magadia	F	AO V	MALABON
30	Romina J. Paule	F	AO IV-HRMO	
31	Sherilyn B. Adelino	F	Public School District Supervisor	
32	Eliseo Bianzon Raymundo	M	CES	



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

33	Manolo C. Davantes Jr.	M	EPS	MANDALUYONG
34	Ma. Victoria R. De Gulan	F	PRINCIPAL IV	
35	Charlie O. Fababaer	M	OIC, ASDS	
36	Rex Aragona Ado	M	CES	
37	Alyn Gahuman Mendoza	F	CES	
38	Joselin S. Balane	F	PSDS	
39	Winne Lopez Cruz	F	PSDS	
40	Jemelle T. Medina	F	SEPS, HRD	
41	Evelinda S. Balibat	F	AO IV, HRMO	
42	Rachel S. Reyes	F	ADA VI	
43	Gigi G. Bulanday	F	Principal IV	MANILA
44	Elizabeth E. Catibog	F	Principal I	
45	Neofidel Ignacio B. Ramirez	M	Master Teacher II	
46	Jocelyn Servidad	F	PSDS	
47	Nerrisa R. Lomeda	F	OIC - ASDS	
48	Marie Andrea E. Pascual	F	AO II	
49	Renato N. Felipe Jr.	M	PSDS	
50	May F. Lopez	F	AO IV	
51	Denise Uzziel Adorio	F	ADAS III	
52	Elena C. Reyes	F	Principal IV	
53	Allan Del Rosario	M	HEAD TEACHER IV	MARIKINA
54	Jennifer Vivas	F	OIC ASDS	
55	Elizalde Cena	M	CES	
56	Leilani Villanueva	F	EPS	
57	Rose Caburian	F	PSDS	
58	Cyril Santos	M	MASTER TEACHER II	
59	Amelie Binayas	F	AO IV	
60	Alona P. Villamon	F	MASTER TEACHER I	
61	Bernadette L. Andres	F	MASTER TEACHER II	
62	Ma. Regael A. Olarte	F	OIC-CES, SGOD	MUNTINLUPA
63	Lilia A. Ricero	F	ASDS	
64	Florante C. Marmeto	M	CES	
65	Ador B. Querubin	M	Principal IV	
66	Hilario G. Canasa	M	School Principal	
67	Ivy M. Romano	F	SEPS	
68	Angela M. Francisco	F	AO IV	
69	Noemi A. Valdez	F	AO V	
70	Arsenio S. Medinilla	M	TEACHER III	
71	Marco D. Meduranda	M	CES	
72	Grace Ramintas-Nieves	F	EPS	





Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

73	Richelle Ann R. Cupcupin	F	MASTER TEACHER II	NAVOTAS
74	Gemma Dela Cruz Villaluna	F	CES	
75	Aldrin G. Corpin	M	OIC-ASDS	
76	Lorena De Jose Mutas	F	PSDS	
77	Wilfreza DP Balagosa	M	Secondary School Principal IV	
78	Rose Eden C. Jocson	F	HT III	
79	Fatima Corina Robles Rivas	F	MASTER TEACHER I	
80	Leonard S. Evangelista	M	HEAD TEACHER III	
81	Genesis Ann B. Gonzales	F	AOIV	PASAY
82	Severo A. Bajado	M	CES- SGOD	
83	Maripaz Talisog Mendoza	F	EPS	
84	Normina B. Haji Yunnos	F	EPS	
85	Ramil D. Dorol	M	EPS	
86	Noel Ferre Junio	F	School Principal IV	
87	Glenda D. Tabaquirao	F	Elementary School Principal IV	
88	Jeanne C. Rejuso	F	Principal 4	PASIG
89	Agapito Teodoro N. Manaog	M	Principal IV	
90	Victor M. Javeña	M	CES	
91	Diana Marie B. Dagli	F	PSDS	
92	Marife V. Villadiego	F	Elementary School Principal IV	
93	Veronica Mendoza-Padua	F	PSDS	
94	Joewel M. Armas	M	Principal IV	
95	Reginaldo Reyes	M	Principal IV	QUEZON CITY
96	Menchie Kabuyashi	F	AO V	
97	Sarah Javier Colarina	F	Principal III	
98	Gilbert O. Inocencio	M	Principal IV	
99	Isabelle S. Sibayan	F	ASDS	
100	Fredie V. Avenido	M	ASDS	
101	Mark Voltaiere A. Padilla	M	ASDS	
102	Heide Fernandez Ferrer	F	CES	
103	Juan Cabrera Obierna	M	ASDS	



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

104	Josephine Quiano Miranda	F	PSDS	SAN JUAN
105	Roselyn Borrás Sencil	F	AO VI	
106	Marie Jeanne R. Desiderio	F	AO VI	
107	Michelle A. Mal-in	F	AO VI	
108	Josefino C. Pogoy	M	CES	
109	Angelita Cornejo	F	OIC - ASDS	
110	Jonas Feliciano C. Domingo	M	EPS	
111	Michael James DG. Darilag	M	EPS	
112	Leovigilda Gante Gampisao	F	EPS	
113	Marnelli Bautista Tolentino	F	EPS	
	Leonita Almendras Bensan	F	AO VI	
114	Orlando Claor	M	EPS	TAPAT
115	Arturo Aquilato Tolentino	M	ASDS	
116	Mary Grace Farol Bumanlag	F	MASTER TEACHER I	
117	Alixander Haban Escote	M	Principal III	
118	Narcisa Sta Barbara	F	HEAD TEACHER III	
119	Joremar M. Hufano	M	TEACHER II	VALENZUELA
120	Melvin Willy II B. Roque	M	PSDS	
121	Ernest Joseph C. Cabrera	M	ASDS	
122	Filmore R. Caballero	M	CES - SID	
123	Edna L. Llanera	F	PSDS	
124	Ma. Clarinda Lapuz Omo	F	AO IV	
125	Christian Gajudo Bumatay	F	AO II	
126	Lilibeth San Juan Gozo	F	Principal IV	
127	Josephine Salan Wenceslao	F	TEACHER III	
128	Rowel Molin Fulgar	F	MASTER TEACHER II	